

**INTERIM EXECUTIVE DIRECTOR
ES-0101-09**

INTRODUCTION

The District of Columbia Sentencing Commission is an independent agency of the District of Columbia government consisting of seventeen (17) members. The agency staff presently consists of seven (7) employees. The Commission developed, implemented, and oversees the sentencing guidelines used by judges in felony cases sentenced in the Superior Court in the District of Columbia. The Commission monitors compliance with the guidelines and evaluates the use of departures, provides training to judges and practitioners on the application of the sentencing guidelines application, conducts research on felony sentencing trends and patterns for the District of Columbia, and provides sentencing data to a wide range of district, federal, and academic partners

The Commission is also responsible for developing, operating, and maintaining an extensive data system, GRID, which integrates data from the DC Superior Court, Court Services Offender Supervision Agency, and the Metropolitan Police Department. This integrated data system enables the agency to analyze arrest, conviction, and sentencing information throughout the complete criminal justice life cycle of a felony case and provides data for policy changes.

This position serves as Interim Executive Director for DC Sentencing Commission, reporting directly to the Commission and its Chairman, and serves at their pleasure. As head of the agency, incumbent has full responsibility and authority for administration and oversight of DC Sentencing Commission laws, regulations, and programs; and is responsible for managing and setting the overall goals and objectives, as well as defining the scope of work to be done by the agency.

POSITION CONTROLS

Work is assigned in terms of broadly defined missions or functions. As a recognized authority, the incumbent has full authority and wide latitude for managing, administering, developing, and carrying out the goals and objectives of the agency. The incumbent determines the approaches and methods necessary to independently carry out the mission of the office to meet function goals, requirements, and time frames. Results of the work are considered as professionally authoritative and normally are accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, recommendations for new projects, or alteration of objectives.

Guidelines are broadly stated and non-specific, e.g., broad policy statements and basic legislation that require extensive interpretation; and rules of local courts and administrative agencies, and the Supreme Court of the United States. Judgment and

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ingenuity are required in interpreting the intent of the guidelines that exist and in developing applications to specific areas of work. Frequently, the incumbent is recognized as a technical authority in the development and interpretation of the guidelines.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for and oversees the daily operations of the Commission. Provides leadership and direction to subordinate staff assigned to the agency. Reviews agency plans and operation for adequacy and conformance with the policies of the agency.

Develops and manages research strategies for Commission; and develops data driven proposals to justify changes in sentencing policy. Facilitates strategic planning mechanism for identifying Commission's annual strategic goals and objectives. Analyzes and evaluates the effectiveness of the agency's operations in meeting established goals and objectives; analyzes the impact, feasibility, practicality, and effectiveness of existing and/or proposed standards, regulations, and policies.

Prepares for legislative testimony, briefings, and meetings with Members of the Council, their staffs, the Mayor's office, other governmental agencies, and other interested parties.

Manages and develops the agency's budget, ensuring sound financial management, personnel, and policies. Identifies and oversees agency contractual obligations; develops the agency's annual performance plan; and ensures other administrative matters are addressed in accordance with the District's policies and timelines;

Oversees the GRID data system to ensure data quality and availability. Develops, operates, and maintains the data system, GRID, which integrates data from the DC Superior Court, Court Services Offender Supervision Agency, and the Metropolitan Police Department. The data system enables the agency to analyze arrest, conviction, and sentencing information throughout the complete criminal justice life cycle of a felony case and provides data for policy changes.

Manages the production and distribution of annual and other interim reports generated by the agency. Produces the statutorily mandated annual report to Congress, the Mayor, Criminal Justice Coordinating Council, and to the District of Columbia Council.

Responsible for the preparation of written narratives; analytical reports; research work plans; and memos. Summarize research findings, and develops reports for interagency presentations and briefings.

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Responsible for overseeing in-depth research and analyses on a broad array of sentencing issues, regulations, policies, and relevant legislative decisions, as well as, providing presentations in support of conclusions and recommendations.

Reviews propose legislation or regulations that would significantly change the basic character of the agency, or the way it conducts its business with other agencies, or with the public or private industry.

Supervises and guides the work of agency staff. Initiates assignments for staff in areas of sentencing policy and activity. Makes staff selections, recommends promotions; provides performance ratings and standards; approves/disapprove leave; initiates necessary disciplinary action; and assigns, adjust, directs and reviews staff work. Monitors the activities; and evaluates and reports accomplishments.

Attends conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance. The people involved, typically, have diverse viewpoints, goals, or objectives, requiring the incumbent to achieve a common understanding of the problem, and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Performs other related duties as assigned.

OTHER SIGNIFICANT FACTS

Mastery knowledge of the mission and operations of the DC Sentencing Commission, and of criminal law and criminal procedure. Mastery knowledge and understanding of sentencing guidelines in the District of Columbia and elsewhere, Mastery knowledge of divergent concepts within social science, and proficiency in research methodology, and quantitative analysis skills.

Mastery knowledge of, and skill in applying analytical and evaluative methods and techniques to conduct in-depth research of operational and project issues to review and analyze complex issues; and to prepare clear in-depth reports of studies and recommendations.

Mastery of a wide range of qualitative and/or quantitative methods for assessment and improvement of agency effectiveness, or improvement of complex management processes and systems. Mastery knowledge of and skills sufficient to extend and refine existing techniques, and to develop new approaches to the analysis of policy issues.

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Strong oral and interpersonal communication skills. Ability to prepare and deliver oral and written reports, briefings, etc. Ability to represent the agency before legislative bodies. Effective working relationships with a diverse group of organizations and key individuals.

Effective leadership and management skills, and demonstrated skill in a team-based environment.